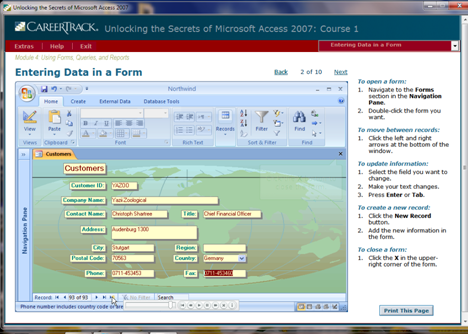
Access 2007



Button to make new forms

\*Database can be set up to communicate with each other over many computers.

\*Flat database- word table, single table

\*Relational database- related tables, easier to update

\*Table- store the data for the entire database and are used for data entry and viewing

\*Forms- user friendly for viewing and entering data in a table

\*Data lives in a table- forms display it

\*Queries- ask questions of a database and provide the answer, show specific data

\*Report makes printing easier

\*Macros- advanced, makes complex tasks easier

\*Modules- advanced VBA

\*Table-data sheet

\*Record- horizontal row

\*Field- vertical

\*Cell interception

\*Ctrl F or Find button- Find and replace

\*Sorting- to see all of one item at once. Click column first, can sort 2 columns at once, it will organize left first

Ctrl + ‘ copies contents of cell above

Ctrl + : enters current time

Ctrl + ; current date

\*Records Tab- spell check, delete

\*To move columns- click columns heading twice than drag

\*Select Quary- pulls more than one table

\*Parameter Quary- you are asked to enter data

\*Must save- when formatting and adding new material

\*When opening an Access 2003 file- Office icon…convert

\*Before creating an Access document…write out questions you want answered

\*